

Code: 0330
Administrative Service
Clerical, Accounting And General Office Group
General Administrative Series

CLASS TITLE: Parking Revenue Security Supervisor

CHARACTERISTICS OF THE CLASS: Under general supervision, supervises and participates in security and surveillance operations for the Department of Revenue to ensure integrity in the collection and accounting of parking revenues; and performs related duties as required.

ESSENTIAL DUTIES: Supervises staff of Parking Revenue Security Specialists engaged in surveillance activities to ensure the proper collection of parking revenues; develops and implements parking meter security procedures including surveillance, salting meters, and sealing of canisters to reduce potential for theft; oversees the surveillance of private vendors in the collection of parking revenues to ensure meter cans are properly removed and replaced; ensures vendors follow established procedures in the transport of collection canisters for the counting and depositing of coins; leads internal investigations of alleged or suspected misconduct by department employees; supervises staff engaged in attempting to recover boot devices illegally removed from vehicles; prepares status and summary reports of completed surveillance and investigations and makes recommendations for appropriate management actions; trains and orients staff on standard surveillance and investigative procedures.

RELATED DUTIES: Removes and carries coin canisters and parking meter parts as needed in performing surveillance and investigative duties; reviews collection reports to identify and determine reasons for large fluctuations in revenue collections; coordinates work efforts with other city departments to control the illegal removal of parking meters from construction sites and city streets.

MINIMUM QUALIFICATIONS:

Training and Experience. Four years of progressively responsible experience in security procedures, analysis and operations, or an equivalent combination of training and experience. A valid State of Illinois driver's license is required.

Knowledge, Abilities and Skill. Considerable knowledge of surveillance and investigative techniques and practices. Considerable knowledge of parking meter security methods and procedures. Knowledge of personnel rules and department policies regarding employee conduct.

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CLASS TITLE: **Parking Revenue Security Supervisor (Cont'd)**

Ability to plan and supervise the work of staff. Ability to analyze existing security operations and recommend appropriate modifications. Ability to develop and implement security and investigative policies and procedures. Ability to operate a motor vehicle.

Good skill in the application of security and surveillance techniques. Good investigation skills. Good oral and written communication skills. Good human relations skills.

Physical Requirements. Ability to occasionally lift and carry coin canisters and parking meter parts weighing up to fifty pounds.

Working Conditions. Inside: General office environment.
Outside: Unavoidable exposure to inclement weather and extreme temperatures.

Equipment. Standard office equipment and two-way radio.

Note: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

December 2004
City of Chicago
Department of Personnel